

INSTRUCTIONS FOR COMPLETION OF FORM HBD-21

PART A

ITEMS 1-4

Complete with the appropriate employee information.

PART B

ITEMS 5-6a

Enter name, address, plan code and gross premium of the carrier.

ITEMS 6b-6c

Enter the ALPHABETICAL month and NUMERICAL year to which the first direct pay premium is to be applied.

ITEMS 6d-6e

Employee must sign and date the form.

PART C

ITEMS 7-14

Check reason for the direct payment authorization. If Box #14 is checked, and explanation must be entered.

PART D

ITEMS 15a-15b

Enter agency name and employee position information.

ITEM 16

Enter the NUMERICAL beginning and ending dates that must correspond with the dates reflected on the employment history database. If the ending date is not available, such as for reasons 8, 13 and 14, allow one full year for direct pay.

Example: Employee applies for disability retirement and is separated on 10/15/00, which is the “from” date in box 16. The employer pays the November 2000 premium out of the October 2000 pay period. The employee starts the direct pay beginning with the December 2000 premium, and it may continue through November 30, 2001 which is the “to” date. The coverage may be extended after November 2001 if the disability retirement is still pending at that time.

Note: If the direct pay dates are extended, a new HBD-21 is required.

For Permanent Intermittent employees the ending date is always the end of the current control period, at which time the hours must be counted to determine continued eligibility. Hours checked on June 30 end direct pay on July 31. Hours checked on December 31 end direct pay on January 31.

ITEM 17

Enter the ALPHABETICAL month and NUMERICAL year of the last pay period from which a payroll deduction was taken.

NOTE: If the employee enters non-pay status April 10, April should be entered in Item 17, and June in Part B, Item 6b. The appropriate year must also be entered. Deductions from the April pay period pay the May premium.

ITEM 18-20

Health Benefits Officer or Assistant must sign and complete.